

Levo, Brian

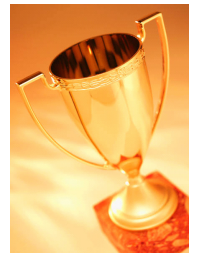
From: Levo, Brian
Sent: Thursday, November 14, 2013 8:03 AM
To: Anne Christopher; Anne Dalrymple; Benjamin Horwitz; Bill Todd; Bob Hales; Boccato, Gianpaolo; Brian Levo; Castro, Ramona; Chad Schulze; Chae Park; Charlotte Boulind-Yeung; CherylB Williams; Chris Gebhardt; Christine Kelly; Cool, Richard; Creagh Brownell; Dagseth, Renee; David Domingo; David Tetta; Davis, Diane; Derek Schruhl; Derrick Terada; Diane Davis; Dustan Bott; Edward Kowalski; Emily Orzech; Erin Williams; Eva DeMaria; Gabriela Carvalho; Garcia, Terry; Gary Olson; Hales, Bob; Jack Boller; Javier Morales; Jeannine Brown; Jeff Kenknight; Jennifer Parker; John Keenan; Jon Klemesrud; Jordana Jiles; Joseph Roberto; Juliann Barta; Julie Congdon; Kate Spaulding; Katherine Griffith; Katie McClintock; Kelly McFadden; Kevin Schanilec; Kimberly Ogle; Kristin McNeill; Lambert, Aaron; Laurie Kral; Lauris Davies; Linda Liu; Lisa Pollett; Mary Millner; Matthew Vojik; Melba Wells; Michele Wright; Michelle Mullin; Nancy Brown; Paul Cordero; Peter Contreras; Peter Magolske; Philip Nenninger; Phillips, Peter; Ramona Castro; Rindy Ramos; Rob Rau; Roylene Cunningham; Sandra Brozusky; Scott Downey; Stacey Erickson; Steven Potokar; Thor Cutler; Tristen Gardner; Wenning, Byron; Xiangyu Chu
Cc: Wells, Mike
Subject: Reminder: OCE Clean-Up Day NEXT WEEK (11/20/13)

OCE Clean-Up Day: **November 20th** for all of OCE.

NOTE: 10th Floor OCE Clean-up Day is combined with OAWT and 11th floor OCE Clean-up Day is combined with ECL in order to save resources.

Why Clean-Up?

- **“Clutter to Calm” Prize:** One gift certificate for a free seated massage will be awarded for the best workstation transformation. **Contact me to schedule Before/ After pictures of your workstation for a chance to win!**
- The Park Place remodel is back-up and running! Imagine leaving all the clutter behind as you prepare to move into your new tranquil workspace in the renovated building. Keep in mind that the new workspaces we’ll be moving to will **only allow 13 ft. of storage**. The results of the 2013 workstation/office inventory exercise showed that at least **20 OCE cubicles are over this limit**.
- This is also a great opportunity to recycle or donate things like unneeded equipment, obsolete technical reference documents, supplies, furniture, personal items, and holiday decorations. Reduce, Reuse, and Recycle!



Records:

As always, please be mindful of your information preservation obligations associated with pending litigation. Information that is potentially relevant to litigation must be preserved and retained, including attachments, in its native format. Therefore, all emails and attachments subject to a litigation hold should be preserved and maintained in the email system. Other electronic documents should be maintained in the format in which you created or received them.

Floor	Container Locations
8	Empty cube at 8M1 (south side reception area)
12	Next to Robin Weiss’s cube (12C1) on the east side
13	13C5 – empty cube across from David Carcia’s cube (west side)
18	SW corner printer/copier room

In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable retention schedule. Please refer to the records information on the Info page, or contact [Joyce Aoyama](#), your records coordinator or ORC for additional information.

[Table of Current Litigation Holds in Region 10](#)

For those worried about dust and dirt, a request has been submitted to the Park Place cleaning staff to ensure the floors are vacuumed the evening following our clean-up.

Additional Clean-Up Day guidance can be accessed at the Region 10 Clean-Up [website](#) on the Info page.

Brian Levo
OCE Clean-up Coordinator
Phone: (206) 553-1816